

Employee Transition UPDATE

The move to Central Regional Hospital (CRH) is rapidly approaching. Relocation is scheduled to begin in early June with patient movement occurring during the 3rd week of June and the move complete by July 1st. A great deal of time and resource has been dedicated to planning the move with emphasis being placed on patient safety. Patients in like units at JUH and DDH will be moved at the same time so that entire units can begin operation. Ensuring that all needed equipment and supplies are installed and available in CRH at the time of the move has required specific, targeted plans. The following is a preliminary plan for the movement to CRH:

	6/2	6/3	6/4	6/5	6/6	6/9	6/10	6/11	6/12	6/13	6/16	6/17	6/18	6/19	6/20	6/23	6/24
Office Move and Set Up																	
Administration/HR/Attorney General																	
Warehouse/Volunteers/Pastoral Care/Central Supply/Special Counsel																	
Purchasing/Business Office/HIM Central																	
Reimbursement/Quality Management/IC																	
Environmental																	
HIM Staff																	
Utilization Review																	
Advocates																	
Physical Therapy Offices/Respiratory Therapy Offices																	
Social Work Administration																	
Screening and Admissions																	
Patient Move																	
Geropsychiatry/Beauty Shop/Radiology																	
Dental Clinic																	
Medical/Clinical Research																	
Community Transition Unit																	
Pharmacy																	
Adult Admission Unit																	
Forensics/Laboratory																	
Child and Adolescent Unit																	

As we count down the days, we will publish frequent reports to make sure that you are informed of the progress being made and how it will affect each of you and your patients. Additionally, if there is news or information that is important for you to know before the next update, we will publish a “MOVE ALERT”. It is important that you know as much as possible about the move and your role in the move.

Currently, the CRH management team is meeting bi-weekly to review and approve the policies that will be used at the new hospital. The intranet will be used to provide access to new policies as they are finalized. For those of you who were not informed via housewide email on 04/11/2008, the new address for the Central Regional Intranet is <http://intranet.crh.dhhs.state.nc.us>. This site contains the Policy Manuals for Central Regional Hospital which includes the Administrative, Clinical Practices, Human Resources, Infection, and Safety Manuals.

Each Department Head and Unit Administrative Director is developing a detailed move plan. The plan will be in writing and will identify the specific steps that will be taken to ensure a safe move. This plan will be shared during your department/unit meetings so that you can be fully informed of what will happen during the move, when those actions will occur and who is responsible for implementing the action steps.

Additionally, we will conduct a “mock” move prior to the first patient being moved to ensure that the plans address any potential problems that may occur when moving patients, supplies, equipment and staff.

A move of this magnitude can be very stressful making it extremely important that we communicate and work together to support our patients. Besides making sure that we are planning an effective move, it is **management’s responsibility** to **communicate** those plans. **Your responsibility** is to make sure that you **read, understand** and **ask questions** so that you are as fully informed as possible.

The move to Central Regional Hospital will allow our patients and staff to be in a new facility that will

- *provide the latest technology to ensure patient safety and optimal care,*
- *will provide the patients that we serve with a new and vastly improved environment,*
- *will allow quality staff from both institutions to work together thereby enhancing the level of care provided to patients.*
- *will create an optimal environment for research and training that will improve the care of the patients.*

There are three things that you can expect during this move: 1) there will be things that we don’t anticipate; 2) we can work together to make sure that this is the best move ever; and 3) at the end of the day, our patients, employees and families will be better served by this move.

The communications in the future weeks will include a detail of a move plan, information about the Dix unit implementation, the status of finalizing the new facility construction, and schedules for staff orientation